

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Management by Objectives

FROM:

C/SD/OL

EXTENSION**NO.**STAT
STAT**DATE**

10 September 1982

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

9-9-82

Attached are Supply Division's
MBOs as requested.

STAT

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15.

U - Scheduled
X - Actual

Office: Logistics/Supply Division

Objective Statement: Develop a Purification Program to improve the viability of the ICS Data Base
Prior to Implementation of LIMSTAT

Responsible Officer: [REDACTED]

Significant Funding Amount: [REDACTED]

FY-83
FY-84 FY 83

(Circa 1985)

Data Submitted: September 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
(1) Purge requisition suspense file of dead records and followup with a semi-annual reconciliation program to preclude reoccurrence.												0
(2) Develop and implement a program to purge slow/non-moving items from the Inventory.												0
(3) Clean up the warehouse locations in the ICS and Develop a program for daily location maintenance.									0			
(4) Expand the inventory and inspection responsibility to include an audit function.												0

OFFICE: OL/SD/SMB

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060013-4

O - SCHEDULED

OBJECTIVE STATEMENT: Review and establish procedures for the expeditious processing of receiving reports to the Office of Finance in support of the Prompt Payment Act (P.L. 97-177)

X - ACTUAL

RESPONSIBLE OFFICER:

STAT

SIGNIFICANT FUNDING AMOUNT: _____

FY 82

DATE SUBMITTED: 10 September 1982

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act (P.L. 97 177).	0											
2. Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete.				0								
3. Devise follow-up procedures for direct vendor contact via phone.		0										
4. Establish interface between ICS and CONIF data systems.					0							
5. Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.					0							

OFFICE: OL/SD/SMB

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060013-4

OBJECTIVE STATEMENT: Feasibility study and recommendations for efficient repair and return of equipment.

O - SCHEDULED
X - ACTUAL

RESPONSIBLE OFFICER:

SIGNIFICANT FUNDING AMOUNT: FY 82

DATE SUBMITTED: 10 September 1982

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Review current procedures for the repair of materiel - Procurement.			0									
2. Review current procedures for the return of materiel after repair - Supply.					0							
3. Consider alternative methods for having materiel repaired and returned.									0			
4. Submit recommendations to Chief, Supply Division												0

Office: OL/SD/CD/MFB

0 - Scheduled
X - Actual

Objective Statement: Develop mechanism(s), methods and internal [] procedures governing the handling, storage and disposal of hazardous waste materials in compliance with the Resource Conservation and Recovery Act of 1976

STAT

Responsible Officer: []
Significant Funding Amount: \$ [] FY 83

STAT

Date Submitted: August 31, 1982

ACTIVITIES PLANNED	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	Oct	Nov	Dec		Jan	Feb	Mar		Apr	May	Jun		Jul	Aug	Sep	
Compile inventory of all hazardous waste materials for disposal that are currently held in [] facilities			0												STAT	
Participate in joint discussions with Agency Components for development of pertinent Agency regulations governing transportation, storage or disposal of hazardous waste materials		0														
Participate in joint discussions with the Enviromental Protection Agency in regard to the assignment of an EPA authorization number, temporary or permanent, to the [] facility.		0													STAT SIAI	
Develop sources of EPA authorized commercial vendors or facilities with transport of disposal capabilities.					0											
Implement disposal procedures as appropriate									0							

Office: OL/SD/CD/MFB

Objective Statement: Establish a ^{vm} program to monitor usage of packaging supplies and material on a yearly basis including a reorder cycle.

Responsible Officer:

Significant Funding Amount: \$ FY 83

Date Submitted: August 31, 1982

0 - Schedule
X - Actual

STAT

ACTIVITIES PLANNED	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	Oct	Nov	Dec		Jan	Feb	Mar		Apr	May	Jun		Jul	Aug	Sep	
Conduct a feasibility study in conjunction with Data Control Branch/SD/OL			0													
Request Data Control Branch/SD/OL approach Systems Analysis Branch/P&PS/OL with recommendations for presentation to Office of Data Processing							0									
Review and planning period in coordination with DCB, SAB and ODP											0					
Conduct test run of program															0	

Office: OL/SD/CD/MFB

Objective Statement: Establish a ^{VM} program to obtain statistical data on weight, cube and number of pieces processed through Preservation & Packaging Section on a continuing basis as a management tool to supplement statistics on line item count.

Responsible Officer:

Significant Funding Amount: \$ FY 83

Date Submitted: 31 August 1982

0 - Schedule
X - Actual

STAT

ACTIVITIES PLANNED	Quarter 1				Quarter 2				Quarter 3				Quarter 4			
	Oct	Nov	Dec		Jan	Feb	Mar		Apr	May	Jun		Jul	Aug	Sep	
Establish a test mode for the program			0													
Implement the program and become operational							0									

ROUTING AND TRANSMITTAL SLIP

Date 9/17/82

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DC/SD	<i>[Signature]</i>	9-28
2. <i>[Signature]</i>		
3. AS/USB — Wancla	<i>[Signature]</i>	09/22/82
4. Evelyn P+PS		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

TOM:

Attached are narrative statements concerning our MBO's. While the statements were not a requirement for submission, I do believe they help to amplify the milestones which were identified. Suggest they be attached to the action plans already submitted.

4. please attach to the SD MBOs forwarded on 10 Sept.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Pete

Room No.—Bldg.

Phone No.

16 September 1982

OFFICE: OL/SD/SMB

OBJECTIVE: Feasibility study and recommendations for efficient repair and return of equipment.

RESPONSIBLE OFFICER

STAT

NARRATIVE

MILESTONE 1

- A. BRIEFING - Sometime in October 1982 with OL/PD/GPB.
- B. PURPOSE: To determine if there are alternatives to improve the present method of processing customer repair and return requests. A new method could be by issuing a service contract to a particular source or sources to handle all repairs, etc.

MILESTONE 2

- A. Meeting sometime in January 1983 with OL/SD/CD/CR&DS.
- B. PURPOSE: To determine if the repair and return process could be handled completely by the STAT
 Maybe it is possible to send equipment to STAT
a contractor to have it repaired and returned without involving OL/PD.

MILESTONE 3

- A. Compile all relevant data gleaned from Milestones 1 and 2.
- B. PURPOSE: Study the feasibility of an alternative repair and return procedure.

MILESTONE 4

After compilation of data and completion of study, recommendations will be made to Chief, Supply Division whether there is an effective alternative system.

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16 September 1982

OFFICE: OL/SD/SMB

OBJECTIVE: Review and establish procedures for the expeditious processing of receiving reports to the Office of Finance in support of the Prompt Payment Act (P.L. 97-117)

RESPONSIBLE OFFICER:

25X1

NARRATIVE

MILESTONE 1

- A. BRIEFING - 23 September 1982, 0930 hours,
- B. PURPOSE: Emphasize the need for expeditious processing of receiving reports and discuss the establishment of manual procedures.

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25X1

MILESTONE 2

- A. Office of Finance must furnish payment data (probably via copy of invoice with date paid) to the Office of Logistics (SMB/CC&ES) by line item.
- B. Establish CC&ES procedure to check invoices and confirm material received. Decision re files for CC&ES. Whose files will they use or will they establish their own?

MILESTONE 3

- A. OL Security Staff briefing on phone procedures for orders.
- B. Establish aliases for expeditors, if necessary.
- C. Establish correspondence channels,

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25X1

MILESTONE 4

Data Control Branch must work with Systems Analysis Branch, CONIF and/or PDMIS, and Office of Finance on this interface.

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MILESTONE 5

Data Control Branch and SMB/CC&ES must determine what information is required in the daily "exception" report.

As Submitted
in 5-yp

Office: OL/SD

Objective Statement: Provide management information on the upgrade of

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY [REDACTED]

Quarter Ending:

O - Scheduled
X - Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades [REDACTED]	O											
Provide status reports on progress of the upgrade to management.			O			O			O			O

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As Submitted in
5-yp

Office: OL/SD

Objective Statement: Design methods for improving responsiveness to
furniture requirements

Responsible Officer: [redacted]

Significant Funding Amount: \$ [redacted] FY [redacted]

Quarter Ending:

O - Scheduled

X - Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a task force to conduct a study on current procedures for acquiring furniture.		O										
Define problem areas.					O							
Develop proposed alternatives to correct problems.							O					
Implement approved methodologies.										O		

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As Submitted in
5-YP

Office: OL/PMS & SD

Objective Statement: Establish procedures to execute payments in accordance

O - Scheduled

Responsible Officer: [REDACTED]

X - Actual

25X1

Significant Funding: [REDACTED]

Quarter Ending: [REDACTED] 83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Establish contractual terms and conditions and internal procedures to ensure prompt payment of Contractors' invoices (OL/PMS).												
Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	X											
Develop internal instructions to Contracting Officers regarding the implementation of the joint OF and OL Notice regarding prompt payment of invoices.	O											
Develop new contract clauses regarding invoicing, receiving, and test and inspection.	O											
Add enhancements to CONIF to ensure prompt payment of invoices and assist in monitoring the receipt of supplies and services, i.e. entering commitments in CONIF, identifying the type of payments clause in each contract, adding the COTR's Division and phone number to CONIF, interfacing with ICS, monitoring the issuance of inspection reports and withholding clauses of applicable contracts thru CONIF.	O											
Review the effectiveness of the program for prompt pay and revise as necessary.				O								

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Office: OL/PMS & SD
 Objective Statement: Establish procedures to execute payments in accordance
 Responsible Officer: with PL 97-177, Prompt Pay Act
 Significant Funding Amount: \$ _____ FY 83
 Quarter Ending: _____

O - Scheduled
 X - Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
II. Establish procedures for the expeditious processing of receiving reports to OF (OL/SD) Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act. (P.L. 97 77). Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete. Devise follow-up procedures for direct vendor contact via phone. Establish interface between ICS and CONIF data systems. Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.	O											
				O								
		O										
					O							
					O							

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